

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Maryville Housing Authority

PHA Number: TN065

PHA Fiscal Year Beginning: (01/2005)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development:
To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

The mission of The Maryville Housing Authority is to provide a quality living environment for the qualified families of this community that is affordable and safe while promoting opportunities for economic development and family self sufficiency, without discrimination.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs: Memorandum of understanding with Habitat for Humanity and Foothills Community Development Cooperation to partner with them on their Home Ownership Programs.
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below) MHA will attempt to provide support to our residents in the area of training programs, educational opportunities, drug awareness and education, economic opportunities, security, self-sufficiency and resident programs to the extent funding will permit. Currently, it is anticipated that the funding will come from Resident Participation funding, the Capital Grant Program, the Operating Fund Program, **Neighborhood Network Grant Program** and our partnerships with other organizations.

Our first priority is to provide a safe residential environment for all development sites through a partnership with local law enforcement that will provide extra police patrols **and an on-site police Sub-Station**. MHA will implement educational and drug prevention programs which may include Teens Need Training (TNT), Boys and Girls Club, Adult Basic Education, Kid's On Patrol, Kid's Café and Youth Sports/Adventure and Field Trip Activities as well as other programs, training opportunities and activities that may be requested by the Resident Advisory Board. MHA will solicit assistance from the Maryville City Schools Family Resource Center to provide staff and resources to support a TNT Program. MHA will solicit assistance from the Blount County Boys and Girls Clubs Parkside Unit to provide staff and activities for after-school programs, field trips, Summer Programs, and assistance with Kids Café and **America Reads Programs**. MHA will solicit assistance from the Blount County Schools Adult Basic Education Program and Blount County Literacy Council to support after school programs and Adult Literacy/GED classes. MHA will solicit assistance from the Second Harvest Food Bank and Ruby Tuesday Restaurant to sponsor our Kid's

Café. The Maryville Police Department will provide direction for a Kid's on Patrol Program. Other agencies that we expect to provide support and services include Kiwanis Club, Lions Club, Health Department, U.T. Agricultural Extension Service, East Maryville Baptist Church, Maryville College, and Pellissippi State. MHA will also utilize two VISTA positions to help coordinate, monitor, and evaluate resident programs and activities. ***MHA will also be responsive to consider other funding sources and unforeseen opportunities of collaboration with organizations that may improve community quality of life and economic vitality.***

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' Our first priority is to provide a safe residential environment for all development sites through a partnership with local law enforcement that will provide extra police patrols ***and an on-site police Sub-Station***. MHA will implement educational and drug prevention programs which may include Teens Need Training (TNT), Boys and Girls Club, Adult Basic Education, Kid's On Patrol, Kid's employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below) MHA will attempt to provide support to our residents in the area of training programs, educational opportunities, drug awareness and education, economic opportunities, security, self-sufficiency and resident programs to the extent funding will permit. Currently, it is anticipated that the funding will come from Resident Participation funding, the Capital Grant Program, the Operating Fund Program, ***Neighborhood Network Grant Program*** and our partnerships with other organizations.

Our first priority is to provide a safe residential environment for all development sites through a partnership with local law enforcement that will provide extra police patrols ***and an on-site police Sub-Station***. MHA will implement educational and drug prevention programs which may include Teens Need Training (TNT), Boys and Girls Club, Adult Basic Education, Kid's On Patrol, Kid's Café and Youth Sports/Adventure and Field Trip Activities as well as other programs, training opportunities and activities that may be requested by the Resident Advisory Board. MHA will solicit assistance from the Maryville City Schools Family Resource Center to provide staff and resources to support a TNT Program. MHA will solicit assistance from the Blount County Boys and Girls Clubs Parkside Unit to provide staff and activities for after-school programs, field trips, Summer Programs, and assistance with Kids Café and ***America Reads Programs***. MHA will solicit assistance from the Blount County Schools Adult Basic Education Program and Blount County Literacy Council to support after school programs and Adult Literacy/GED classes. MHA will solicit assistance from the Second Harvest Food Bank and Ruby Tuesday Restaurant to sponsor our Kid's Café. The Maryville Police Department will provide direction for a Kid's on Patrol Program. Other agencies that we expect to provide support and services include Kiwanis Club, Lions Club, Health Department, U.T. Agricultural Extension Service, East Maryville Baptist Church, Maryville College, and Pellissippi State. MHA will also utilize two VISTA positions to help coordinate, monitor, and evaluate resident programs and activities. ***MHA will also be responsive to consider other funding sources and unforeseen opportunities of collaboration with organizations that may improve community quality of life and economic vitality.***

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all American

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families

living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

Other PHA Goals and Objectives: (list below)

1. Shall fully comply with all applicable standards and regulations, including generally accepted accounting practices as evidenced by the lack of finding of noncompliance in audits or review conducted at the authority. 2. Shall maintain its operating reserves at or above \$400,000 between now and 12/31/2009. 3. Shall reduce its dependence on HUD by raising \$60,000 from non HUD sources by 12/31/2009. 4. Shall concentrate its management functions to attain and maintain high performer status in both its public housing and section 8 programs.

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.12]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
 Small Agency (<250 Public Housing Units)

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan (optional)

[24 CFR Part 903.12 (b), 24 CFR 903.7(r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

This new five-year plan and the annual plan covering the periods beginning January 1, 2005 have been prepared in consultation with and the cooperation of the residents of MHA's Public Housing and Section 8 Programs, the citizens of the City of Maryville and representatives of the City of Maryville. The respective plans continue MHA's efforts to achieve the mission set forth in our mission statement of providing a quality living environment for the qualified families of this community that is affordable and safe while promoting opportunities for economic development and family self-sufficiency, without discrimination.

Once again, similar to our first five-year plan, staff of MHA have reviewed all of the various operating policies and procedures to assure we are in compliance, in all aspects, with the rules and regulations that govern our respective programs. In that regard, we have made a few changes to our Admissions and Continued Occupancy Policy and Procedures, as the result of HUD reviews as well as our own review, to detect unreported income, to facilitate third party verification procedures and include follow-up procedures for families reporting zero income. Other minor changes were made to these policies and procedures as a result of a recent HUD review.

We also made another change to our personnel policy to require background criminal checks on all staff hired after HUD approval of these plans.

Our plans do not provide for any additional demolition, designation of housing, homeownership or conversion activities. However, in light of the operating fund negotiated rulemaking currently under way, MHA will take whatever action is necessary to comply with project-based accounting and the new operating fund formula anticipated as the result of the rule-making process.

The proposed capital fund program reflects an updated plan that continues our effort to assure the long-term viability of our housing stock. No major changes are anticipated and the plan calls for the continued systematic modernization of all of our developments, construction of a new office facility and additional affordable housing when funds are available.

iii. Annual Plan Table of Contents

[24 CFR Part 903.12(b)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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10. Project Based Voucher Program	

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- | | | |
|-------------------------------------|---|-----------------------------|
| <input checked="" type="checkbox"/> | Admissions Policy for Deconcentration | <u>Attachment C page 31</u> |
| <input checked="" type="checkbox"/> | FY 2005 Capital Fund Program Annual Statement | Attachment |
| <input type="checkbox"/> | Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) | |

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5-Year Action Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) Attachment B page 31

- Other (List below, providing each attachment name)
Attachment H – Memorandum of Understanding between MHA and Habitat for Humanity as Partners of Homeownership. page 47

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs of families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work</i>	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.12 (b), 903.7(a)]

A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	609		0.12%
Extremely low income <=30% AMI	469	78.53%	
Very low income (>30% but <=50% AMI)	100	15.33%	
Low income (>50% but <80% AMI)	19	2.95%	
Families with children	329	57.94	
Elderly families	38	6.13%	
Families with Disabilities	130	21.02%	
Race/ethnicity	White – 502	82.80%	
Race/ethnicity	AA – 79	12.81%	
Race/ethnicity	Other – 28	4.15%	
Race/ethnicity	Hispanic – 35	5.37%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	81		

Housing Needs of Families on the Waiting List			
2 BR	67		
3 BR	20		
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	458,220	PH Operations
b) Public Housing Capital Fund	562,726	PH Capital Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,332,067	Sec. 8 Assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Resident Participation	9,500	Resident programs and activities
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	914,000	PH Operations
4. Other income (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Other Revenue	57,500	PH Operations
4. Non-federal sources (list below)		
Interest Income	11,000	PH Operations
Total resources	3,345,013	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)less than 30 days
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 1

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists? 1

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below) Individuals or families displaced due to action by state or local government agencies. Local agencies being those located within the Maryville Housing Authority's jurisdiction.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
Individuals or families displaced due to action by state or local governmental agencies. Local agencies being those located within the Maryville Housing Authority's jurisdiction.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity

Other (describe below) Upon written request by a prospective owner, MHA will provide any factual information they have relevant to a voucher holder's history of or ability to comply with standard material lease terms.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: The housing authority may grant one or more prior to the expiration. Also, if the family includes a person with disabilities and the family requires an extension due to the disability, the housing authority will grant an extension allowing the family the full 120 days search time. If the housing authority determines that additional time would be a reasonable accommodation, the Housing Authority will request HUD to approve an additional extension.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming

year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - A. Individuals or Families displaced due to action by State or Local government agencies. Local agencies being those located within the Maryville Housing Authority's Jurisdiction.**
 - B. A family Head of Household or Single applicant who is 18 or older and who is a resident of Blount County, Tennessee and is registered as a degree seeking student and attending a college or university full or part time.**
 - C. Americorps Members who live and volunteer in Blount County, Tennessee, and who otherwise would qualify for assistance with the Section 8 Program.**

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 1. Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)

A. Individuals or Families displaced due to action by State or Local government agencies. Local agencies being those located within the Maryville Housing Authority's Jurisdiction.

B. A family Head of Household or Single applicant who is 18 or older and who is a resident of Blount County, Tennessee and is registered as a degree seeking student and attending a college or university full or part time.

C. Americorps Members who live and volunteer in Blount County, Tennessee, and who otherwise would qualify for assistance with the Section 8 Program.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7(d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). *(If selected, skip to sub-component (2))*

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below) Fair Market Rent Schedule

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

*** Received approval from HUD to use 50th percentile of fair market rent, payment standard was set at 110 % of 50th percentile. Lowered payment standard to 90-100% of 2004 FMR in response to funding reduction by HUD, effective 09/01/2004 in an effort to assist more families.

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
Funding restraints implemented by HUD.

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Capital Improvement Needs

[24 CFR Part 903.7 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

Capital Fund Program

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 562,726

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of this component. If no, skip to next component.

D. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

E. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or

public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

6. Demolition and Disposition

[24 CFR Part 903.7 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional**

Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

7. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 8.)

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

B. Criteria for Substantial Deviations and Significant Amendments

MHA considers the following to be significant amendments or modifications:

- Changes to rent or admissions policies or organization of the waiting list; other than those to further MHA and HUD goals
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; except items that are incidental to previously approved work items
- And, any change with regard to demolition or disposition, designation, homeownership programs or conversion activities

C. Other Information

[24 CFR Part 903.13]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

Attachment B page 35

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

B. Description of Election Process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided in section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) State of Tennessee
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed

in the Consolidated Plan/s.

- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- Other: (list below)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

10. Project-Based Voucher Program (if applicable)

If the PHA plans to use the project-based voucher program, provide a statement of the projected number of project-based units and general locations, and how project basing would be consistent with its PHA Plan.

Attachments

ATTACHMENT "B" COMMENTS FOR THE ANNUAL PLAN FROM THE RESIDENT ADVISORY BOARD

March 22, 2004
Resident Advisory Board Meeting
East Park Community Room

Presiding: Terry Elmore, Special Projects Coordinator; Orlando Smith, Vista Volunteer; Lori York, RAB Representative from East Park Development

1. "Liked the cluster mailboxes previously installed at East Park"
2. "Pot-hole (sink hole) at entrance of Ironwood off Amerine Rd. needs to be repaired again"
3. "Would like to see speed bumps installed on Ironwood, kids play on the streets, concerned about speeding vehicles" (Residents were advised that the City of Maryville would not install or allow us to install speed bumps on their streets)
4. "Wanted signs placed on dumpsters to give notice that they are for private use of residents" (residents reported that non-residents are using the dumpsters for their garbage and even unload their furniture next to dumpsters as well.
5. "Would like to see required Community Service called something else such as Volunteer Service as some people equate the term "community service" associated with a requirement of a court ordered ruling and probation due to a criminal act."
6. "Need visitor parking spaces repainted and/or sign designating such?"
7. "Re-seed some of the yards that have washed out due to flooding, such as between units 830 and 834."
8. "Mowers are hitting and cutting pear trees, tree behind #824 has already died."
9. "Residents reported problems with a couple of residents in their community. They stated that they have contacted the office but nothing has been done. (Residents were advised that all complaints must be submitted in writing; staff can transcribe the complaint for the resident, but they must sign the complaint. In most cases, the housing authority will not act on a complaint from a resident without written notification. Note: I contacted Cindy about the specific complaints. She is aware and action has been taken to remedy the situation.)

Attachment C

DECONCENTRATION PLAN

General:

The United States Congress enacted the Quality Housing and Work Responsibility Act (QHWRA) on October 21, 1998. In accordance with this act, the Maryville Housing Authority (MHA) proposes an admissions policy designed to provide for the deconcentration of poverty and income mixing. This will be accomplished by bringing higher income resident into lower income public housing developments. The admissions and Continued Occupancy Policy (ACOP) of the MHA was modified to achieve this goal and will incorporate this plan by reference.

MHA's developments are primarily occupied by Caucasians. Overall the developments are occupied as follows: 91 % Caucasian , 7 % African American and 2 % Hispanic. As shown by the 2000 census data Maryville Housing Authority's jurisdictional/ market area and low income population is made up of mostly Caucasian families and individuals. Therefore, we would expect MHA's occupancy would reflect its market. We realize that all families self-select where they wish to live. While this is evident in both public housing and Section 8 programs, the MHA may conduct affirmative marketing campaigns to attract more African American, Hispanic, and other ethnic groups to MHA's Housing. In addition, the MHA will maintain its centralized waiting lists to ensure compliance with all fair housing and civil right laws.

Use this section to provide any additional attachments referenced in the Plans.

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Maryville Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN37P065501-05 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	67,000			
4	1410 Administration	30,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	193,000			
10	1460 Dwelling Structures	164,726			
11	1465.1 Dwelling Equipment—Nonexpendable	25,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	37,500			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	5,000			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	562,726			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	31,000			
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P065501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-wide	VISTA Workers	1408	LS	27,000				
	Police Contract	1408	LS	25,000				
	Resident Initiatives Activities	1408	LS	10,000				
	Computer Software	1408	LS	5,000				
	Adm. Salaries/Benefits	1410	LS	30,000				
	Advertising	1410	LS	500				
	A&E	1430	LS	30,000				
	Office Furniture & equipment	1475	LS	5,000				
	Maintenance Equipment	1475	LS	2,500				
	Automotive Equipment	1475	LS	25,000				
	Computer Hardware	1475	LS	5,000				
TN65-1	Curbs, paving, reline parking areas	1450	LS	45,000				
Parkside	Security lights	1450	LS	31,000				
	Landscaping	1450	LS	5,000				
	Water & Sewer Supply Lines	1450	LS	25,000				
	Ranges/Refrigerators	1465	45	25,000				
	Relocation	1495	LS	5,000				
TN65-2	Curbs, paving, reline parking areas	1450	LS	44,000				
East Park	Landscaping	1450	LS	25,000				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Maryville Housing Authority			Grant Type and Number Capital Fund Program Grant No: TN37P065501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN65-3 McGhee Terrace	Curbs, paving, reline parking areas	1450	LS	18,000				
	Seal Brick	1460	LS	1,500				
	Gutters & Downspouts	1460	LS	5,000				
	Ranges/Refrigerators	1465	18	10,000				
TN65-6 Broadway Towers	Roofs Central HVAC	1460 1460	LS LS	138,226 20,000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program No: TN37P065501-05 Replacement Housing Factor No:					Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PHA-wide	3/31/2006			12/31/2007				
TN65-1, Parkside	3/31/2006			12/31/2007				
TN65-2, East Park	3/31/2006			12/31/2007				
TN65-3, McGhee Terrace	3/31/2006			12/31/2007				
TN65-6, Broadway Towers	3/31/2006			12/31/2007				

Capital Fund Program Five-Year Action Plan						
Part I: Summary						
PHA Name Maryville Housing Authority					<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: TN37P065501-06 PHA FY: 12/31/2006	Work Statement for Year 3 FFY Grant: TN37P065501-07 PHA FY: 12/31/2007	Work Statement for Year 4 FFY Grant: TN37P065501-08 PHA FY: 12/31/2008	Work Statement for Year 5 FFY Grant: TN37P065501-09 PHA FY: 12/31/2009	
	Annual Statement					
PHA-wide		150,000	150,000	160,000	160,000	
TN65-1, Parkside		280,000	339,726	377,726	213,726	
TN65-2, East Park			40,000		90,000	
TN65-3, McGhee Terrace			33,000	25,000	50,000	
TN65-6, Broadway Towers		132,726			49,000	
CFP Funds Listed for 5-year planning		562,726	562,726	562,726	562,726	
Replacement Housing Factor Funds						

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : <u> 2 </u> FFY Grant: TN37P065501-06 PHA FY: 12/31/2006			Activities for Year: <u> 3 </u> FFY Grant: TN37P065501-07 PHA FY: 12/31/2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA-wide	Management Improve.	67,000	PHA-wide	Management Improve.	67,000
Annua		Administration	30,500		Administration	30,500
I						
Statement		A&E	15,000		A&E	15,000
		Office Equipment	10,000		Office Equipment	10,000
		Maintenance Equip.	2,500		Maintenance Equip.	2,500
		Auto Equipment	25,000		Auto Equipment	25,000
	TN65-1, Parkside	Landscaping	30,000		Landscaping	30,000
		Dwelling Structures			HVAC	42,726
		Demo/Replace Off. Bldg.	250,000		Demo/Replace Off. Bldg.	267,000
	TN65-2, East Park				Firewalls in Attics	20,000
					Vinyl Siding	20,000
	TN65-3, McGhee Terrace				Landscaping	5,000
					Attic Access Doors	7,000
					Firewalls in Attics	16,000
					Porch Columns	5,000
	TN65-6, Broadway Towers	Landscaping	4,726			
		Replace Carpet	26,000			
		Paint/Wallpaper Halls	25,000			
		Seal Brick	25,000			
		Bath Renovation	3,000			
		Ranges & Refrig.	25,000			
		Replace Wash/Dryers	24,000			

Total CFP Estimated Cost			\$562,726		\$562,726

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year :__4__ FFY Grant: TN37P065501-08 PHA FY: 12/31/2008			Activities for Year: _5__ FFY Grant: TN37P065501-09 PHA FY: 12/31/2009		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA-wide	Management Improv.	67,000	PHA-wide	Management Improve.	67,000
	Administration	30,500		Administration	30,500
	A&E	15,000		A&E	15,000
	Office Equipment	20,000		Office Equipment	20,000
	Maint. Equipment	2,500		Maint. Equipment	2,500
	Auto Equipment	25,000		Auto Equipment	25,000
TN65-1, Parkside	Water Supply Lines	63,000	TN65-1, Parkside	Roof on M&M Bldg.	50,000
	HVAC	314,726		Build Afford. Hsg Roofing	43,726 120,000
TN65-2, East Park			TN65-2, East Park	Roofs	75,000
				Remodel Comm. Bldg.	15,000
TN65-3, McGhee Terrace	Roofs	25,000	TN65-3, McGhee Terrace	Roofs	50,000
TN65-6, Broadway Towers			TN65-6, Broadway Towers	Replace Carpet	49,000

Total CFP Estimated Cost		\$562,726			\$562,726

ATTACHMENT H
MEMORANDUM OF UNDERSTANDING
Between the
MARYVILLE HOUSING AUTHORITY
And
BLOUNT COUNTY HABITAT for HUMANITY
And
FOOTHILLS COMMUNITY DEVELOPMENT CORPORATION

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a general Working agreement among the Maryville Housing Authority (MHA), Blount County Habitat for Humanity (BCHfH), and Foothills Community Development Corporation (FCDC) to coordinate activities aimed at improving the opportunities for low to moderate income families with a need for housing, and to obtain safe, decent affordable housing in Blount County, Tennessee.

This MOU is intended to support the President's Housing and Urban Development Department (HUD) mission to "increase homeownership, support community development and increase access to affordable housing free from discrimination."

This MOU represents a non-binding expression of intent for MHA, BCHfH, and FCDC to work together, each within their own policies and mission, to further the goals of the President's National housing policies and to better serve targeted families in Blount County, Tennessee.

II. Background

The mission statements of each of the three organizations contain the basic tenets of providing safe, decent, and affordable housing for qualified low to moderate income families. In the past each organization has worked independently to accomplish its own mission and goals. Cooperation between the organizations occurred peripherally with excellent results. Discussions among the groups indicate a more formal structure for organizational cooperation would create a synergy that would better assist the families who need safe, decent housing. The strengths of each organization stem from the history and experience from which that particular organization evolved. Essentially MHA has been the provider of rental housing for needy families while BCHfH and FCDC have worked to solve the affordable housing issue through home ownership.

III. Agreement

MHA, BCHfH, and FCDC agree to work together to address the obstacles and opportunities for safe, decent, and affordable housing for qualified families in the Blount County Tennessee area. The organizations agree to combine their efforts while promoting opportunities for economic development and family self-sufficiency without discrimination. More specific areas of cooperation are delineated below. MHA, BCHfH, and FCDC will work together by

- A. Developing and implementing strategies that collectively improve the process of assisting families in the Blount County area to obtain safe, decent affordable housing. These strategies should take advantage of the strengths of each organization and eliminate duplication of effort where such elimination increases the efficacy of the groups as a whole;.
- B. Striving to become familiar with each other's programs so as to help route clients to the best housing solution for the family.
- C. Meeting quarterly, or as necessary, to fine-tune the general process and resolve issues;
- D. Cooperating in outreach programs to ensure all qualified families have the opportunity to learn about housing alternatives and are assisted;
- E. Determining a cooperative screening process whereby the families are placed in the program which benefits them most; and
- F. Utilizing the strength of the other organization's expertise and experience to the extent that
 1. FCDC and BCHfH will operate as the homeownership legs of the housing coalition triangle, in close cooperation with MHA; and
 2. MHA will be the rental leg of the triangle and will be hired to administer rental properties for FCDC or BCHfH if either determines to enter the rental arena.

IV. Programming, Budgeting, Funding, and Reimbursement Arrangements

A. This MOU is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement or contribution of funds among or between parties to this MOU will be handled in accordance with applicable laws, regulations, and procedures, and will be subject to separate agreements hereunder that shall be effected in writing by representatives of the parties.

B. This MOU in no way restricts MHA, FCDC, or BCHfH from participating in similar activities or arrangements with other entities or Federal agencies.

C. Nothing in this MOU shall obligate MHA, BCHfH, or FCDC to expend appropriations or to enter into any contract or other obligations.

V. Authorities

This MOU is entered into consistent with the following authorities that define and authorize each of the organizations. No agreement entered into by MHA, BCHfH, or FCDC as a result of this MOU will supercede the governing documents that individually authorize each organization.

